

Monthly Fire Evacuation Drills

Home Child Care Facility

Fire Evacuation Drills Required. In accordance with Fairfax County Code Section 30-3-6.1 (aa), fire evacuation drills shall be conducted monthly in all home child care facilities. Records shall be maintained on site and provided to the Fire Code Official upon request. The record shall include the date and time of each monthly drill; the name of the person conducting each drill; the number of smoke alarms and carbon monoxide alarms tested; the number and ages of occupants evacuated; the notification/initiating method used to begin the drill; the time required to accomplish a complete evacuation of the home; any special conditions simulated or problems encountered during the drill; and the weather conditions at the time of the drill.

Involve Your Family! Fire evacuation drills should be practiced with all family members; therefore, all occupants should participate in fire evacuation drills during child care hours.

Guidelines for Conducting & Documenting Drills

- **Who Should Conduct the Drill?** Monthly fire evacuation drills must be conducted by an OFC approved child care provider during child care facility hours of operation.
- **Initiating the Drill.** The method used to initiate the fire evacuation drill should be by testing an operational smoke alarm; however, from time to time, other methods of notification such as a whistle or voice announcement may be used to initiate the drill. Record the method of notification in the “Method Used to Initiate Drill” column of the fire evacuation drill record.
- **Drill Procedures.** When the drill is initiated, all occupants should leave the building in a rapid, orderly, and safe manner to a predetermined location outside and away from the building. Do not delay the evacuation to retrieve belongings or to pick up toys, and be sure to account of all known occupants. Record the number and ages of occupants in the “Number / Ages of Occupants” column of the fire evacuation drill record.
- **Time to Complete Drill.** Once outside of the building at the predetermined location, note the amount of time needed to complete the evacuation. This time should be recorded in the “Time to Complete Drill” column of the fire evacuation drill record.
- **Simulated Conditions / Problems Encountered.** From time to time, consider simulating special conditions or situations during the drill. This helps vary the fire drill experience for the children and the provider, and avoids the seemingly routine nature of fire evacuation drills. Examples of a simulated special conditions or situations might include creating scenarios that require the use of alternate exits or having one child take the lead role in helping other children exit. Also, if problems are encountered during the fire evacuation drill, such as delays or impediments, note these problems on the fire evacuation drill record.
- **Weather Conditions.** Providers should not conduct fire evacuation drills during times of hostile or inclement weather that may pose a danger to the occupants. Otherwise, note the weather conditions at the time of the drill on the fire evacuation drill record.
- **Monthly Alarm Testing.** After each drill, test all smoke and carbon monoxide alarms, and record the number of alarms tested in the “Number of Alarms Tested” column of the fire evacuation drill record. All inoperable alarms must be repaired or replaced immediately.